



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**DATA PROCESSING MANAGER III  
\$7,260.00 - \$8,656.00  
INFORMATION TECHNOLOGY DIVISION  
INFORMATION SECURITY OFFICE  
SACRAMENTO**

*Position may be downgraded to a Data Processing Manager II for recruitment purposes*

**NOTE:** This position was previously advertised. If you already applied for this position, you do not have to resubmit your application.

**RESPONSIBILITIES:**

Under the general direction of the Chief Information Officer, the Data Processing Manager III (DPM III) performs all functions in the role as the Department's Information Security Officer (ISO). The DPM III is responsible for directing, planning, controlling, and implementing information security practices throughout the Department's Information Technology (IT) and business technology infrastructure to ensure that California Department of Insurance (CDI) is in compliance with all applicable statutory, regulatory, and control agency security standards. The incumbent directs the planning and implementation of enterprise IT system, business operation, and Departmental IT infrastructure against security breaches and vulnerability issues. The incumbent is also responsible for auditing existing systems, and administering security policies, activities, and standards. As the ISO, the incumbent is responsible for providing IT security policies and direction in support of the Department's programs, strategic goals, and business objectives. The ISO must keep abreast of latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities pertaining to CDI and its mission. The incumbent is assigned sensitive and technically complex assignments.

Travel is occasionally required to San Francisco and/or Los Angeles. Overnight trips are possible.

**DESIRABLE QUALIFICATIONS:**

**TECHNICAL**

The emphasis of this position is on policy development, program administration and compliance/incident response activities. While technical knowledge of information technology and security issues is highly desirable, technical expertise and resources will be available from the Statewide Network Support Bureau (SNSB) to support the information security and privacy program.

**ADMINISTRATIVE**

11/13/14 RJ

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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Minimum seven years of experience in information security, information technology or related field. Experience in developing and administering an information security program is desirable. Working knowledge of and experience in the policy and regulatory environment of information security, especially in state government is desirable. Excellent project management, written and oral communications skills desired. Ability to work collaboratively with a broad range of constituencies is essential. A demonstrated ability to work with diverse groups of people is required.

Certified Information Systems Security Professional (CISSP) or similar credentials are preferred.

### SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility, utilizing sound judgment, loyalty, and discretion. Efficiency and accuracy complete data entry work. Demonstrated ability to organize and prioritize work.

### INTERPERSONAL SKILLS

The ability to interact well with others using tact, poise, and effective communication skills.

### WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Requires ability to effectively handle multiple demands and deadlines
- Appropriate dress for the office environment
- Read various documents and resources
- Effective communication with various clients

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Data Processing Manager III level, those within transfer range, or individuals who have list eligibility. A qualified Data Processing Manager II will also be considered for this position. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**All applicants**, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

11/13/14 RJ

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## **APPLICATION PROCEDURE:**

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

**DO NOT EMAIL APPLICATION.** Emailed applications will not be accepted. **PLEASE INDICATE "Data Processing Manager III, PSN # 413-107-1393-XXX" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Reginald Justo at (916) 492-3351.

**FINAL FILING DATE:** Friday, November 28, 2014 - Close of Business (5:00 p.m.)

**NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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